

**National Independent Review Panel Member**

**Role Description**

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| **Job Title, Grade Code** | National Independent Review Panel Member |
| **Remuneration** | €564 on a per diem basis of a 7 hour working day and pro rata for any periods of less than this under the terms of a service level agreement |
| **Campaign Reference** | NRS14923 |
| **Closing Date** | 3:00pm on Thursday 31st July 2025 |
| **Proposed Interview Date (s)** | Candidates will normally be given at least two weeks' notice of interview. The timescale may be reduced in exceptional circumstances. |
| **Taking up Appointment** | A start date will be indicated at job offer stage. |
| **Location of Post** | The Chair of the NIRP is open to engagement in respect of flexibility around location. The day to day location will be determined by the Chairperson in line with the specific assignment.  A panel may be formed as a result of this campaign from which current and future, specified purpose vacancies may be filled. |
| **Informal Enquiries** | Pamela Fagan  Chairperson of the National Independent Review Panel  Tel: 087 1249727  Email: [pamela.fagan1@hse.ie](mailto:pamela.fagan1@hse.ie) |
| **Details of Service** | The HSE is committed to the delivery of high quality services that achieve safe and robust outcomes for people. In this context it has established a National Independent Review Panel (NIRP) to review serious incidents which occur in HSE-provided or HSE-funded services for community health and social care services. The NIRP reviews the circumstances surrounding such incidents and will present reports to the HSE on its findings and recommendations relating to safeguarding and service improvement. The work of the NIRP is designed to ensure that people and their families can have confidence in the services they receive. The NIRP aims to assist policy makers and service providers to learn from the findings of each incident/s reviewed and to put in place a programme of change to improve care for the future.  The NIRP has an independent Chairperson who was appointed to oversee, direct and manage the work of the Panel. The Chairperson has the authority to determine based on agreed criteria what serious incidents are suitable to be referred for review. The Chairperson has responsibility for appointing suitable and experienced Panel Members through HSE HBS Recruit. The Chairperson will assign selected reviews to individual members of the Panel and will oversee the review to ensure the integrity of the process, including the terms of reference for the review and adherence to fair procedure. The Chairperson will work closely with all members of the NIRP to ensure that the final review reports are prepared to the highest quality in accordance with best practice. |
| **Reporting Relationship** | Appointed Panel Members will report directly to the Chairperson of the NIRP under the terms of a service level agreement with the HSE. Panel Members will be assigned to specific reviews based on their area of expertise and be responsible for the quality of their work. |
| **Purpose of the Post** | Appointed Panel Members will be assigned to individual reviews of serious incidents that have occurred in HSE and HSE funded community health and social care services by the Chairperson based on their skills, experience and expertise.  They will work as part of a team to undertake reviews of serious incidents to professional, organisational and best practice standards. |
| **Principal Duties and Responsibilities** | Specific role and responsibilities include:   * Initial scoping of the nature and scale of individual reviews. * Identifying key staff and family members who were closely involved with the person who was the subject of or involved in the serious incident. * Identifying relevant case documentation to be requested from key stakeholders. * Drafting Terms of Reference for individual reviews for agreement with Chairperson. * Working as part of a team to conduct timely review of assigned cases involving:   + Reviewing documentation,   + Conducting interviews with staff, people who are the subject of or involved in the serious incident, and their families,   + Drafting high quality factual reports on the conclusion of individual reviews,   + Ensuring that ‘due process’ is afforded to all staff, people who are the subject of or involved in the serious incident, and their families/advocates that participated in the review,   + Discussing draft reports with all relevant stakeholders, and   + Amending the final report prior to finalisation by the NIRP Chairperson. * Working in close co-operation with the NIRP Chairperson on all administrative matters relating to the operation of the NIRP.   The above Role Description is not intended to be a comprehensive list of all duties involved and consequently, the appointed Panel Member may be required to perform other duties as appropriate to the role which may be assigned to him/her from time to time and to contribute to the development of the NIRP. |
| **Eligibility Criteria**  **Qualifications and/ or experience** | Candidates must at the latest date of application:   * Not be a current employee or have been an employee of the Health Service Executive, TUSLA or a HSE funded agency in the past 3 years (i.e. Section 38 or Section 39 Agency). * Have significant practice and/or management experience related to the practice of safeguarding vulnerable people. While management experience in the community health and social care sector would be a distinct advantage those with the necessary background in a similar settings will be given serious consideration. * Have a proven ability to analyse complex information, examine documentation and obtain sensitive information from concerned parties, including service users, whether orally or in writing. * Have experience in dealing objectively and sensitively with challenging situations, possibly in the face of conflicting information * Have a proven track record of working as part of a team and delivering timely results.   **Health**  A candidate for and any person holding the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.  **Character**  Each candidate for and any person holding the office must be of good character. |
| **Other requirements specific to the post** | Access to appropriate transport to fulfil the requirements of the role is necessary as the post may require travel across HSE sites. |
| **Skills, competencies and/or knowledge** | **Professional Knowledge and Experience**   * Knowledge and understanding of what constitutes the achievement of safeguarding of vulnerable people to include legislation, service delivery, safeguarding, relevant academic research and associated best practice standards * Knowledge and understanding of the community health and social care sector to include the diverse structure and nature of service delivery. * Have an in depth knowledge of the research and associated best practice in safeguarding underpinning the provision of safe high quality care to vulnerable people. * Have a clear understanding of fair procedure and best practice in challenging situations. * Have an understanding of what constitutes a robust investigation or review process and how to conduct one with credibility. * Detailed knowledge of the issues, developments and current thinking on best practice in relation to safeguarding vulnerable people. * Strong ICT skills.   **Managing and Delivering Results**   * Ability to work to tight deadlines. * Ability to work with other team members to prepare high quality reports and other written material.   **Commitment to a Quality Service**   * Evidence of interest and passion in promoting better outcomes for safeguarding vulnerable people. * A belief in and passion for, the sustainable delivery of high quality services for vulnerable people.   **Teamwork**   * Strong team working skills * A track record of building and maintaining key relationships.   **Critical Analysis and Decision Making**   * Excellent analytical skills to enable analysis and interpretation of complex information * The ability to form clear conclusions and recommendations for best practice, in conjunction with other panel members.   **Communication and Interpersonal Skills**   * Have excellent interpersonal and communications skills. * Possess the interpersonal skills to work effectively as part of a team. * The ability to interact in a professional manner with the NIRP Chairperson, other Panel Members and administrative professionals within the HSE. * Excellent oral and written communication including presentation skills.   **Personal Commitment and Motivation**   * Be driven by the values of care, compassion, trust and learning * Demonstrate a patient/service user centred approach to provision of health and personal social services. |
| **Campaign Specific Selection Process**  **Ranking/Shortlisting / Interview** | A ranking and or shortlisting exercise may be carried out on the basis of information supplied in your application form. The criteria for ranking and or shortlisting are based on the requirements of the post as outlined in the eligibility criteria and skills, competencies and/or knowledge section of this job specification. Therefore it is very important that you think about your experience in light of those requirements.  Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process.  Those successful at the ranking stage of this process (where applied) will be placed on an order of merit and will be called to interview in ‘bands’ depending on the service needs of the organisation. |
| **Diversity, Equality and Inclusion** | The HSE is an equal opportunities employer.  Employees of the HSE bring a range of skills, talents, diverse thinking and experience to the organisation. The HSE believes passionately that employing a diverse workforce is central to its success – we aim to develop the workforce of the HSE so that it reflects the diversity of HSE service users and to strengthen it through accommodating and valuing different perspectives. Ultimately this will result in improved service user and employee experience.  The HSE is committed to creating a positive working environment whereby all employees inclusive of age, civil status, disability, ethnicity and race, family status, gender, membership of the Traveller community, religion and sexual orientation are respected, valued and can reach their full potential. The HSE aims to achieve this through development of an organisational culture where injustice, bias and discrimination are not tolerated.  The HSE welcomes people with diverse backgrounds and offers a range of supports and resources to staff, such as those who require a reasonable accommodation at work because of a disability or long term health condition.  For further information on the HSE commitment to Diversity, Equality and Inclusion, please visit the Diversity, Equality and Inclusion web page at <https://www.hse.ie/eng/staff/resources/diversity/> |
| **Code of Practice** | The Health Service Executive will run this campaign in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA).  The CPSA is responsible for establishing the principles that should be followed when making an appointment. These are set out in the CPSA Code of Practice. The Code outlines the standards that should be adhered to at each stage of the selection process and sets out the review and appeal mechanisms open to candidates should they be unhappy with a selection process.  The CPSA Code of Practice can be accessed via <https://www.cpsa.ie/>. |
| The reform programme outlined for the Health Services may impact on this role and as structures change the Job Specification may be reviewed.  This Job Specification is a guide to the general range of duties assigned to the post holder. It is intended to be neither definitive nor restrictive and is subject to periodic review with the employee concerned. | |